

WORKPLAN

1. Title

a. Proposed formal title of collection:

b. Title of collection as it will appear on folder stamp:

2. Arrangement

List the series in the collection on the table below in their proposed order, and indicate the optimal hierarchical arrangement of each. Sort #1 represents the first principle of organization to be applied within that series, sort #2 represents the next level on the hierarchy, and sort #3 represents the third. Not all series will have as many as 3 levels, but some will have more; the greatest level of detail need not be listed here. If two subseries within a series operate on different principles of organization, list separately the levels of each subseries.

Keep in mind that the organization described here is the intellectual order (i.e., as materials will be listed in the finding aid); the physical ordering of materials, while adhering to the intellectual order as much as possible, will ultimately be determined by size and housing concerns.

Do not hesitate to annotate freely within the chart to explain exceptions or special concerns.

<i>Series or Subseries</i>	<i>Lin.Ft.</i>	<i>Sort #1</i>	<i>Sort #2</i>	<i>Sort #3</i>

3. *Physical Processing*

- a. Estimate the amount of technical assistance that will be required, and approximately when.

No. of technicians, full-time: _____ When: _____

No. of technicians: _____ hrs./wk.: _____

- b. If the collection is large, estimate the quantity and type of phase boxes that will be needed.

_____ Sheet music

_____ Correspondence, letter size

_____ Correspondence, legal size

_____ Oversize, flat

- c. Describe any unusual or custom housings that will be needed.

- d. Describe any special preservation treatment that will be needed.

4. *Levels of Description*

Music (manuscript and printed):

_____ Batch description: When an item-level description of the music is inappropriate and a generic description is preferable -- e.g., Printed piano music, arranged alphabetically by composer (13 boxes).

_____ Item-level description: If item-level description is called for, indicate which of the following pieces of information should be captured:

_____ Composer

_____ Title

_____ Type of document (e.g., holograph, copyist's ms., printed, photocopy, etc.)

_____ Type of score (e.g., full short, condensed, piano-vocal, etc.)

_____ Pencil or type of ink

_____ No. of pages

_____ Other markings, etc.

_____ Publication information (for printed music only):

_____ Place

_____ Publisher

_____ Date

_____ Plate no.

Correspondence:

_____ Level 1: Bulk description, alphabetically or chronologically by letter span or date span.

_____ Level 2: Description by correspondent's name, with miscellaneous folder(s) for each letter.

_____ Level 3: Description by correspondents' names, with additional information:

Date span _____

No. of items _____

Other non-music materials:

Specify intended levels of description for the remaining series:

<i>Series or Subseries name</i>	<i>Descriptive elements to be included in container list:</i>

5. *Cataloged Materials*

If any previously cataloged materials have been deemed bona fide parts of the collection and sufficient justification can be offered for changing their current classification to that of the special collection, indicate below their current call number, the approximate number of items, and the justification for such a change of classification.

<i>Current classification</i>	<i>Approx. no. of items</i>	<i>Justification</i>
_____	_____	_____
_____	_____	_____

All aspects of the workplan should be considered revisable; the processing specialist should not hesitate to reconfigure the series and their order, revise the estimates of time or technical assistance needed, or otherwise amend the initial estimations. However, any significant changes should be promptly submitted to the A & P Section head for approval.

Submitted by: _____

Date: _____